

ASSIGNMENT 2

Textbook Assignment: "Counseling Service Members," chapter 2, pages 2-1 through 2-18.

- 2-1. At least how often should you counsel your workers?
1. Once a year
 2. Every 2 months
 3. Every 6 months
 4. As often as required
- 2-2. A PN1 is responsible for all the following types of counseling sessions EXCEPT for which type?
1. Fleet Reserve counseling session
 2. Performance evaluation counseling session
 3. Marriage counseling session
 4. Substandard performance counseling session
- 2-3. Counseling sheets should provide you with what information?
1. A person's marital problems
 2. A member and his or her dependents' medical problems
 3. A person's accomplishments only
 4. A person's accomplishments and personal conduct
- 2-4. On which of the following occasions should you counsel your personnel?
1. When they commit serious mistakes
 2. When they need guidance to get them back on track
 3. When they have done a superb job
 4. Each of the above
- 2-5. All EXCEPT which of the following are preconditions to a successful counseling session?
1. Choosing an office or area away from excessive traffic and noise
 2. Finding out as much information as possible about the member before the counseling session begins
 3. Providing the member with an appointment
 4. Greeting the member in a humble manner
- 2-6. In which of the following lists are phases of an interview listed completely in the correct sequence?
1. Opening, fact-finding, and closing only
 2. Opening, evaluation, fact-finding, and closing only
 3. Opening, fact-finding, decision, and closing only
 4. Opening, fact-finding, evaluation, decision, and closing only
- 2-7. Which of the following statements best describes the financial obligations of members of the naval service?
1. All members are exempt from their financial obligations while serving aboard a ship by virtue of being in the Navy
 2. Members with financial obligations should pay their just debts only when they acquire sufficient funds
 3. Members should pay their just debts when their commanding officer directs
 4. Members are expected to pay their just financial obligations in a timely manner

- 2-8. Which of the following statements is correct concerning the Navy's authority to require a member to pay a private debt?
1. The Navy has legal authority to require a member to pay a private debt
 2. The member's command refers the indebtedness case to the naval legal service office so that lawyers can counsel the member to pay his or her just debts
 3. The Navy has no legal authority to require a member to pay a private debt
 4. Debts incurred during an enlistment must have a satisfactory repayment schedule before a member reenlists

- 2-9. Which of the following statements is correct concerning a naval member's financial responsibility?
1. A member is by virtue of his or her military status relieved from paying his or her financial obligation
 2. A member can be given up to 2 years to pay his or her financial obligation regardless of what the obligation is
 3. A member is not by virtue of his or her military status relieved from paying his or her financial obligation
 4. A member is authorized to pay his or her financial obligation only when he or she acquires sufficient financial resources

- 2-10. Which of the following is Navy policy in regard to financial affairs?
1. It authorizes all personnel to handle their own financial affairs any way they wish to do so
 2. It is zero tolerance for financial misconduct
 3. It prohibits naval members and their dependents from incurring financial debts of more than \$50,000 dollars
 4. It promotes habits of thrift and encourages all members of the naval service to conduct their financial affairs in such a manner as to reflect credit on the naval service

- 2-11. What command official is responsible for making sure all personnel in the command are instructed in the provisions of the MILPERSMAN, Article 6210140, concerning financial responsibility?

1. The personnel officer
2. The administrative officer
3. The executive officer
4. The commanding officer

- 2-12. When a member fails to pay just debts, which of the following is/are the possible consequence(s)?

1. Security clearance can be terminated only
2. Security clearance can be terminated and advancement recommendation withdrawn only
3. Aggravated circumstances may become grounds for disciplinary action that can lead to administrative separation only
4. Security clearance can be terminated, advancement recommendation withdrawn, and aggravated circumstances may become grounds for disciplinary action that can lead to administrative separation

- 2-13. Which of the following statements is correct concerning a naval member's immunity from military prosecutions for the offense of failure to pay just debts through use of a petition for bankruptcy?
1. Only naval officers are immune from prosecution
 2. Only officers and chief petty officers are immune from prosecution
 3. All naval members are immune from prosecution
 4. A discharge in bankruptcy does not give a naval member immunity for offenses committed before a petition of bankruptcy
- 2-14. Which of the following individuals require medical boards?
1. All naval members who are in naval hospitals undergoing medical treatment lasting more than 10 days
 2. Members who have contagious sexually transmitted diseases
 3. Members whose physical qualification to continue on full duty is in doubt or whose physical limitations prevent their return to full duty within a reasonable period of time
 4. Members whose physical qualification to continue on active duty is in question but who are expected to return to full duty within 6 months of completion of medical treatment
- 2-15. The information contained in a medical board report plays an important role in determining the rights of an individual to which of the following benefits?
1. Income tax exemptions and compensation only
 2. Compensation and promotion only
 3. Retirement and compensation only
 4. Income tax exemptions, compensation, promotion, retirement, and pensions
- 2-16. Which of the following individuals is a medical board convening authority?
1. An HMC attached to your ship
 2. The commanding officer of your ship
 3. The commanding officer of a naval hospital
 4. The senior LCDR who is a medical officer attached to your ship
- 2-17. Medical boards may be ordered by all EXCEPT which of the following individuals?
1. Chief of Naval Operations
 2. Commanding Officer, EPMAC
 3. Commandant of the Marine Corps
 4. Chief, Bureau of Medicine and Surgery
- 2-18. The delegation of signatory responsibility by the convening authority (CA) for approving or disapproving recommendations and findings of medical board members is subject to what policy?
1. The CA may not delegate signatory responsibility
 2. The CA may delegate signatory responsibility to the senior HMC attached to the hospital or naval medical clinic
 3. The CA may delegate, in writing, signatory responsibility for approving or disapproving recommendations and findings of board members. Delegation, however, should not be granted below the directorate level in a hospital command or below the level of the executive officer at the naval medical clinic
 4. The CA may delegate, in writing, signatory responsibility for approving or disapproving recommendations and findings of board members. This delegation can be granted to the administrative officer if so desired

- 2-19. Finding a member unfit for duty is the responsibility of which of the following officials or boards?
1. Executive officer of the naval medical clinic where member is being treated
 2. Commanding officer of the naval hospital where member is being treated
 3. The medical board reviewing the member's case
 4. The Physical Evaluation Board
- 2-20. When does a physician, trained and certified to be a member of a medical board, determine that a medical board should be convened?
1. When a service member has a condition that may permanently interfere with his or her ability to fulfill the purpose of service on active duty
 2. When continued military service of a service member would probably result in extended hospitalization or other close medical supervision or be likely to aggravate the existing condition
 3. When the service member's condition requires permanent assignment limitations; for example, specific geographic assignment
 4. Each of the above
- 2-21. What publication or manual contains in-depth information concerning medical boards?
1. MILPERSMAN
 2. PAYPERSMAN
 3. NAVMED P-117
 4. ENLTRANSMAN
- 2-22. Limited duty is the assignment of a member to a duty status for a specified period of time with certain medical restrictions on the duties the member may perform immediately following what event?
1. Hospitalization for a contagious disease only
 2. A medical board's action
 3. Extended hospitalization for an incapacitating injury or disease only
 4. A major surgical operation or extended hospitalization
- 2-23. For information concerning limited duty, you should refer to which of the following publications?
1. NAVMED P-117 and MILPERSMAN only
 2. MILPERSMAN and ENLTRANSMAN only
 3. ENLTRANSMAN and NAVMED P-117 only
 4. NAVMED P-117, MILPERSMAN, and ENLTRANSMAN
- 2-24. The limited duty classification designator L-6 restricts duties to which a member may be assigned in what manner?
1. Disqualified for all combat vessels, duty involving flying, and submarine duty, but qualified for auxiliary vessels, foreign shore, and U.S. shore
 2. Disqualified for assignment from the area or activity to which last assigned unless ordered by name by CHNAVPERS or administrative or type commander who issued last assignment
 3. Disqualified for duty involving flying or for duty in submarines, but qualified for all other types of duty
 4. Disqualified for all combat vessels, duty involving flying, submarines, and auxiliary vessels, but qualified for foreign shore and U.S. shore

- 2-25. When a member is assigned one of the limited duty classification designators as specified in the MILPERSMAN, an entry must be made in what page of the enlisted service record?
1. Page 1
 2. Page 5
 3. Page 9
 4. Page 13
- 2-26. What command is the central coordinator for the placement of assignment of limited duty personnel?
1. CHNAVPERS
 2. BUMED
 3. EPMAC
 4. CNO
- 2-27. Before recommending assignment to the detailing control authority in the assignment of limited duty personnel, EPMAC takes into consideration which of the following factors?
1. Location of the member's dependents and restrictions imposed by the medical board only
 2. The member's past type duty and location of his or her dependents only
 3. Qualifications of the member and location of his or her dependents only
 4. Restrictions imposed by the medical board, location of the member's dependents, and the member's past duty station
- 2-28. Information on the tracking of LIMDU individuals, including nuclear-trained and submarine personnel, is contained in which of the following publications?
1. MILPERSMAN
 2. OPNAVINST 1300.14A
 3. ENLTRANSMAN
 4. NAVMED P-117
- 2-29. When can an individual request reassignment for humanitarian reasons?
1. When the member suffers marital difficulties only
 2. When the member suffers financial and marital difficulties
 3. When the member requires more time than leave can provide to take care of a family hardship
 4. When the command's chaplain feels that the member should be reassigned to take care of marital difficulties
- 2-30. If time is a significant factor in a member's hardship, the need for expeditious handling is evident. An internal screening process to determine if a request for humanitarian assignment helps. What command official should take the lead in setting up such a process?
1. The command master chief
 2. The commanding officer
 3. The executive officer
 4. The personnel officer
- 2-31. To what official or command are active duty humanitarian reassignment requests sent for approval?
1. CHNAVPERS (PERS 40HH)
 2. CO, EPMAC
 3. CHNAVPERS (PERS 312C)
 4. NRPC, New Orleans, Louisiana

- 2-32. The following are all basic criteria for determining humanitarian or hardship situations EXCEPT for which one?
1. A severe hardship exists not normally encountered and resolved by other members of the naval service
 2. The member has made every reasonable effort to alleviate the hardship and it can be reasonably alleviated by leave
 3. The hardship occurred or has been excessively aggravated since the member has been serving on active duty
 4. There are no other family members or relatives who are capable of providing necessary assistance
- 2-33. In the case where a member is awarded physical custody of children because of a divorce, the member may request and could be approved humanitarian reassignment. The member, however, must comply with which of the following instructions?
1. OPNAVINST 3120.14U
 2. OPNAVINST 1740.14A
 3. OPNAVINST 1740.4
 4. OPNAVINST 1300.14A
- 2-34. Which of the following is NOT a valid reason for a humanitarian or hardship reassignment?
1. The death of an applicant's spouse or child
 2. Indebtedness of the member
 3. Severe illness of a dependent
 4. The presence of the member is required for specific reasons other than for morale or financial purposes alone
- 2-35. The hardship of a member ceases to exist or has been alleviated before a member completes an assigned period of TD HUMS. The activity where the member is assigned must take what action?
1. Return the member to his or her previous duty station, if appropriate
 2. Cancel the member's temporary duty orders and retain the member on board in a for duty status
 3. Submit an availability report
 4. Request instructions from CHNAVPERS or EPMAC
- 2-36. Members on TO HUMS are considered for reassignment approximately how long before the scheduled completion of their temporary assignment?
1. 1 month
 2. 2 months
 3. 14 calendar days
 4. 21 calendar days
- 2-37. When a member comes to you for assistance in requesting humanitarian reassignment, what manual or instruction must you consult for the most current information or guidance?
1. ENLTRANSMAN
 2. MILPERSMAN
 3. OPNAVINST 1740.4
 4. OPNAVINST 3111.14U
- 2-38. Members on active duty with hardships meeting criteria specified in the MILPERSMAN may request separation from the naval service. To what official must the member direct his or her request?
1. His or her commanding officer
 2. CO, EPMAC
 3. CHNAVPERS
 4. The special court-martial convening authority (SPCMCA) within his or her chain of command

- 2-39. If otherwise eligible, which of the following individuals can be discharged for hardship reasons?
1. A member who has an additional 6-month active duty obligation under provisions of law
 2. A member who has 2 months remaining in his or her total military obligation
 3. A member who has 1 month remaining in his or her total military obligation
 4. A member who does not have an additional service obligation
- 2-40. Hardship cases of members on inactive duty are approved by the appropriate authority and on completion sent to what activity for final disposition?
1. CHNAVPERS (PERS 913)
 2. CO, EPMAC (CODE 913)
 3. BUMED
 4. NRPC, New Orleans, Louisiana
- 2-41. What is the Navy policy concerning an absolute right of a member to request discharge due to hardship?
1. Each member has an absolute right to request and be discharged due to hardship reasons
 2. Only an officer stationed overseas and having extreme family difficulties in CONUS has the absolute right to request and be discharged due to hardship reasons
 3. An officer, chief petty officer, or first class petty officer has an absolute right to request and be discharged due to hardship regardless of what the hardship is
 4. No member has an absolute right to request discharge due to hardship
- 2-42. A member's hardship discharge request must show that the hardship meets certain criteria. Which of the following situation is NOT criteria for requesting a hardship discharge?
1. A member suffers a severe hardship not normally encountered and resolved by other members of the naval service
 2. The member's physical or mental health is considered in determining a member's hardship discharge
 3. The hardship has occurred or has been severely aggravated since entry into the service
 4. The discharge or release of the member will result in the reduction of the hardship
- 2-43. Identify the reasons under which a member may not be separated due to hardship.
1. Indebtedness and personal convenience only
 2. Personal convenience and the member's physical or mental health only
 3. Financial or business reasons, personal convenience, the member's physical or mental health, and indebtedness only
 4. Financial or business reasons, personal convenience, the member's physical or mental health, indebtedness, and moral support to an immediate family member whose life expectancy is estimated by the attending physician as less than 6 months

- 2-44. Which of the following reasons when applied alone CANNOT be used to prevent a member from being discharged due to hardship reasons?
1. The member has court-martial proceedings pending
 2. The member is indebted to the government only
 3. The member is required in assigned duties or is indebted to the government only
 4. The member is required in assigned duties or is indebted to the government or to an individual
- 2-45. Enlisted personnel who desire to request separation for hardship reasons must be advised of which of the following information?
1. That the decision for the separation is within the sole discretion of the appropriate SPCMCA only
 2. That the submission of the request is no assurance that the discharge or release to inactive duty will be authorized only
 3. That the request should be submitted via official channels, that the request is no assurance that the discharge or release to inactive duty will be authorized, and that the decision for the separation is within the sole discretion of the appropriate SPCMCA
 4. That CHNAVPERS is the ultimate authority for approving the hardship discharge
- 2-46. Once a hardship discharge is approved by the appropriate SPCMCA the decision is irrevocable except in the most unusual circumstances. After taking this into consideration, what must an individual do to have the SPCMCA rescind a discharge decision?
1. Write a letter to CHNAVPERS requesting the decision to discharge be revoked
 2. Write a letter to his or her commanding officer asking for relief from the decision to discharge
 3. Request the SPCMCA who made the discharge decision rescind the decision since the hardship has been eliminated and provide affidavits to this SPCMCA attesting to the fact that hardship has been eliminated
 4. Write a letter to BUMED and request that the decision be rescinded since the hardship no longer exists
- 2-47. What manual or instruction contains information on the format and documents required for requesting a hardship discharge?
1. ENLTRANSMAN
 2. MILPERSMAN
 3. PAYPERSMAN
 4. NAVMILPERSCOMINST 1720.18
- 2-48. Which, if any, of the following are determinants in the selection of personnel to various worldwide duty station locations?
1. Race and creed only
 2. Race, creed, and color only
 3. Race, creed, color, national origin, and sex
 4. None of the above

- 2-49. Which of the following is the primary consideration in the assignment of personnel to a duty station?
1. Whether or not the member possesses the required skills necessary to fill the billet
 2. The number of dependents
 3. Types of duty stations the member has been assigned to in the past
 4. Number of years of sea duty
- 2-50. Which of the following rationales best describes the reasons for assigning members to a variety of duty assignments?
1. To fairly share any hardship duty that exists only
 2. So they can gain the experience necessary to advance and excel within their rating and to fairly share any hardship duty that exists
 3. For the adventure and to fairly share any hardship duty that exists
 4. For the adventure and so that they can gain the experience necessary to advance and excel in their naval careers
- 2-51. The rotation among sea, shore, and overseas activities is directly influenced by which of the following considerations?
1. Number of personnel available for assignment only
 2. Billets authorized only
 3. Billets authorized, number of personnel, and PCS funds only
 4. Number of personnel available for assignment, billets authorized, the qualifications of the individual, time-on-station, and PCS funds
- 2-52. After completion of a tour of duty, the type of duty to which a member is reassigned is dependent on what factor(s)?
1. Evaluation marks received during the tour of duty only
 2. Recommendations based on previous evaluation comments
 3. Completion of a sea tour or shore tour as specified in the ENLTRANSMAN, chapter 3
 4. Types of duty stations the member has been assigned to in the past and evaluation comments received during the tour of duty
- 2-53. What chapter in the ENLTRANSMAN discusses types of duty classification codes?
1. Chapter 1
 2. Chapter 2
 3. Chapter 3
 4. Chapter 7
- 2-54. To verify the home port of a ship or squadron, you should consult which of the following instructions?
1. OPNAVINST 3111.14U
 2. OPNAVINST 1700.7D
 3. OPNAVINST 1000.16G
 4. BUPERSINST 1770.3
- 2-55. Overseas service is defined as military duties performed under what circumstance?
1. In a foreign country only
 2. In United States territories only
 3. On ships permanently stationed overseas only
 4. While assigned to a military installation or activity permanently based outside the CONUS

- 2-56. What official determines a member's suitability for overseas service?
1. The transferring command's overseas screening coordinator
 2. The medical officer in charge of doing the overseas medical screening
 3. The transferring command's commanding officer
 4. CHNAVPERS
- 2-57. The determination of suitability or unsuitability screening for overseas service of members and dependents must be sent to what official or command?
1. CHNAVPERS (PERS 40 and PERS 462) only
 2. EPMAC only
 3. NRPC, New Orleans, Louisiana
 4. CHNAVPERS (PERS 40 and PERS 462) for designated personnel and EPMAC for nondesignated SN, AN, or FN
- 2-58. Which of the following actions must be accomplished during the overseas suitability screening process?
1. Reviewing the members' service record
 2. DAPA and urinalysis screening
 3. Physical readiness status
 4. Each of the above
- 2-59. After receipt of the transfer directive, the screening of a member and his or her dependents for overseas assignment should be completed within a maximum of how many days?
1. 10
 2. 15
 3. 30
 4. 45
- 2-60. On what page of the service record should the entry concerning the suitability for overseas screening be made?
1. Page 13
 2. Page 9
 3. Page 5
 4. Page 4
- 2-61. FN Doe attached to your command was found to be unsuitable for overseas assignment due to drug abuse. Your command should send the unsuitability message to (a) what command and (b) within a maximum of what number of days?
1. (a) CHNAVPERS; (b) 15 days
 2. (a) CHNAVPERS; (b) 30 days
 3. (a) EPMAC; (b) 15 days
 4. (a) EPMAC; (b) 30 days
- 2-62. Which of the following individuals are the best source of knowledge and judgment on the qualifications and potential of members being transferred overseas?
1. Command master chiefs
 2. Commanding officers
 3. Executive officers
 4. Administrative officers
- 2-63. What must be done if an overseas activity receives an improperly screened member or dependent?
1. Send an Overseas Service Deficiency Report to the member's previous duty stations and find out why the member or dependent was improperly screened
 2. Call and report the situation to CHNAVPERS
 3. Call and report the situation to EPMAC
 4. Send an Overseas Screening Deficiency Report by message or letter to CHNAVPERS (PERS 40 and PERS 462). Include EPMAC as an action addressee if a nondesignated SN, AN, or FN is involved

- 2-64. Which of the following statements is correct concerning the use of the Overseas Screening Deficiency Report?
1. The report is used as an alternative to disciplinary action
 2. The report should be sent if a member and or his or her dependents are caught shoplifting at the Navy exchange or commissary
 3. The report is not used as a means of transferring personnel instead of disciplinary or administrative action but is restricted to those cases where transfer is the only possible solution
 4. The report should always be sent in cases where there is no evidence of completion of overseas screening requirements filed in the member's service record
- 2-65. Approval has been received for PNC Jones' early return due to her unsuitability as reported in the Overseas Screening Deficiency Report. What action should Chief Jones' command now take?
1. Send an availability report
 2. Send the chief on TAD orders to the closest naval station in the United States to await orders
 3. Send the chief TAD to the immediate superior in command in the overseas area to await further instructions
 4. Send a message to PNC Jones' previous command to inform them that the chief is being sent back to their command to be properly screened
- 2-66. The Report of Suitability for Overseas Assignment, NAVPERS 1300/16, is signed by what officer?
1. The personnel officer
 2. The administrative officer
 3. The commanding officer
 4. The executive officer
- 2-67. To which chapter of the ENLTRANSMAN should you refer to find information on overseas screening requirements?
1. Chapter 1
 2. Chapter 2
 3. Chapter 3
 4. Chapter 4
- 2-68. What form number identifies the enlisted duty preference form?
1. NAVPERS 1306/7
 2. NAVPERS 1306/36
 3. NAVPERS 1306/63
 4. NAVPERS 1336/3
- 2-69. What individual or official should submit the duty preference form?
1. The career counselor
 2. The senior Personnelman
 3. The member concerned
 4. The commanding officer
- 2-70. The Remarks section of a duty preference form can be used to include all EXCEPT which of the following information?
1. Any skills possessed by the member not identified by NEC
 2. Identification of handicapped dependents and the area where treatment facilities are known to exist
 3. If married to another service member, full name, military service, SSN, rate, and present duty station of his or her spouse
 4. Date of marriage or divorce
- 2-71. Duty preference forms should be sent to what office within BUPERS or what command?
1. CHNAVPERS (PERS 471C)
 2. CHNAVPERS (PERS 417C)
 3. CHNAVPERS (PERS 254C)
 4. EPMAC

2-72. The Enlisted Navy Career Options for Reenlistment (ENCORE) is the process by which reenlistment requests are submitted to the Bureau of Naval Personnel via EPMAC using the Diary Message Reporting System (DMRS).

1. True
2. False

2-73. ENCORE requests are accepted from what type of activity?

1. Squadrons only
2. Submarines only
3. PPSUIC activities only
4. Major naval stations

2-74. On completion of all blocks in the ENCORE work sheet by the appropriate activity, what is the next step in the request process?

1. A message is sent to EPMAC followed by the actual forms while copies are retained for the activity file
2. The ENCORE work sheet is delivered to the PPSUIC office responsible for the personnel accounting function
3. A message is sent to CHNAVPERS with a copy to EPMAC indicating that the ENCORE work sheet is forthcoming
4. The forms are kept on file for future reference

2-75. ENCORE information that cannot be processed by EPMAC because of invalid or insufficient information is rejected and the submitting activity is notified by EPMAC to resubmit the whole report.

1. True
2. False